



New Outlook

Outlook Classic vs New

Customising Outlook Views

- The ribbon – simplified or classic?
- Customise the simplified ribbon layout
- Contextual ribbons
- Focused View
- Reading Pane
- Conversations view
- My Day

Managing E-Mail Messages

- Pin emails
- Undo Send
- Saving Draft emails
- Importance and Sensitivity Levels of a Message
- Schedule Send

Flagging Messages

Tracking and Recalling Messages

Automatic Replies (Out of Office)

Setting Email Rules

- The Sweeping Tool

Searching for messages

- Grouping messages
- Sorting messages
- Using the Search field
- Use Advanced Search features:
- Ignore and Clean Up messages



Reboot Computer Training

Quick Parts

Create a meeting from an email message

Create items with drag and drop

Creating and Using Templates

- Mail Templates
- My templates Add-in

Polls

- Create a poll
- Viewing responses to polls

Conditional Formatting

- Create a conditional formatting

Quick Steps

Working with Categories

- Managing Items in Categories
- Creating New Categories
- Deleting Categories

Outlook Calendar

- Change the views in Outlook
- Calendar settings
- Use the Scheduler
- Changing an Existing Meeting
- Responding to Meeting Requests
- Tracking Meeting Responses
- Cancelling a Meeting
- Setting Recurring Appointments or meetings
- Find a meeting quickly

Outlook To Do

- Creating Task Entries

Outlook Shortcut keys